

**Advisory Committee  
Meeting Minutes  
3/9/2017**

In attendance: Committee Members Anderson, Baltera, Belyea, Coughlin, Curley, Hancock, Haskell, Kelley, Kutsch, LaCroix, MacKay, Sharkansky, Smallwood, Strehle, and Taylor and Town Accountant Nickerson.

Chairman Taylor called the meeting to order at 7:30 p.m.

**Questions from the public on items not on the agenda:** None

**Approval of Minutes**

Members approved the March 2, 2017 minutes with revisions on a 13-0 vote. Member MacKay abstained, as he was not in attendance at that meeting.

**Warrant hearing and votes**

*Article GG – Additional Road Building*

Member Haskell recused himself from discussion of this Article. Department of Public Works (“DPW”) Superintendent Randy Sylvester assisted in responding to AdCom questions about Articles GG, HH, and II. Coughlin noted that Article GG seeks \$590,000 for the construction of Downer Avenue and Martin’s Lane seawalls. AdCom recommended that the Town add these roadway improvement costs to the bond authorization granted last year, increasing the total roadway bonding to a maximum of \$2,990,000. AdCom members approved Article GG by a vote of 13-0-0.

*Article HH – Sewer Improvements: I & I*

Member Haskell recused himself from discussion of this Article. Kelley summarized Article HH as seeking \$200,000 for sewer system repairs addressing infiltration and inflow. Eliminating these excess flows helps to keep sewer rates steady. Sewer ratepayers will reimburse the Town’s borrowing for this purpose. AdCom members approved Article HH by a vote of 13-0-0.

*Article II – Sewer Improvements*

Member Haskell recused himself from discussion of this Article. Kelley reported that Article II seeks \$353,000 to enhance sewer system capacity. Project elements include rerouting and increasing the size of a Route 3A corridor sewer main along with renovating or replacing a force main. As with the previous Article, sewer ratepayers will reimburse the Town’s borrowing for this purpose. The \$353,000 represents the Town’s portion of the project’s total cost, which will be shared with several development projects. After suggesting several refinements to the Comment, AdCom members approved Article II by a vote of 13-0-0.

**Warrant votes**

*Article R – Harbor improvements*

Coughlin reported that this Article seeks \$240,000, financed through accumulated mooring fees in the General Fund, to fund engineering, design, and permitting for the next three Town-owned wharves (POW/MIA Park, the former Mobil Station parcel, and Barnes I Wharf). Town Engineer Roger Fernandes and Harbor Development Committee Chair Bill Reardon assisted in responding to AdCom members’ questions. These three wharves are the next priority after last year’s focus on Town Pier because they are in the worst condition and the lowest elevation in relation to sea level rise and recommended resiliency improvements. AdCom members approved Article R by a vote of 14-0-0.

### *Article S – Bathing Beach Bath House*

Coughlin noted that this Article seeks to borrow \$350,000 from the Town's Unassigned Fund Balance to complete construction of the new 2,700 square foot multi-purpose building. These funds would be repaid through snack shop concessionaire rent payments and community room use fees. Town Engineer Fernandes, Bathing Beach Trustee Chair Alan Perrault, along with Trustees Chris Daly and Ed Johnson, assisted in responding to AdCom members' questions.

The Town has already set aside \$850,000 for the proposed new bath house/multi-purpose building at the harbor, with \$700,000 from a State grant and \$150,000 from 2016 Community Preservation Act funds. The building requires an oversized slab foundation because of its location in the flood plain, but the building profile will be kept as low as possible to respect the site's historic district designation. Both the cost of running utilities to the building site and foundation construction expenses contribute to the increase in the project's cost.

Daly and Perrault urged support for the Article, outlining the current bath house's deficiencies along with the chronology, design, location, components, and cost of the proposed new one. They described the Trustees' beach management plan and reviewed anticipated revenues from the snack shop concessionaire and community room rentals. When the Trustees surveyed townspeople about potential harbor amenities, the 1,500 respondents ranked a snack shop highly among harbor priorities.

John Hersey spoke in opposition, objecting to the building obstructing the harbor view and questioning the adequacy of the Trustee's beach erosion plans.

During the ensuing discussion, AdCom members asked questions about the building's location, size, and cost. Points and observations made during the discussion included:

- The Historic Districts Commission has approved the building's preliminary design and location.
- The proposed building's size has increased by 400-500 square feet to accommodate both the concessionaire and a community room with adequate capacity for its proposed uses.
- Bath house proponents did not adequately communicate the potential for these additional costs when the project was first proposed.
- Revenue from the concessionaire's rent and community room use fees can help finance the building's operating costs.
- With tenant terms incomplete, it is difficult to assess whether rent from one tenant will provide sufficient, reliable revenue for loan repayment. Loan repayment spread over a number of years will tie up the funds, precluding their use for other purposes.
- Project costs could be reduced by cutting back on some of the building's flourishes.
- The building is a significant component of the long-term plan for the harbor, important to the townspeople responding to the Trustees' survey.

Coughlin noted updates to the Recommended Motion. AdCom members then approved Article S on a vote of 9-5-0. Members Belyea, Hancock, Haskell, and Sharkansky asked that their votes in opposition be recorded.

### **Warrant hearing and votes**

#### *Article D – Report of the Personnel board*

Hancock explained that this Article sets aside \$409,624 for use as needed to fund collective bargaining wage agreements for municipal employees. AdCom members approved the following Recommended Motion for Article D by a vote of 14-0-0.

**RECOMMENDED:** That the report of the Personnel Board, a copy of which is on file in the Town Clerk's Office, be accepted; that the amendments of the Personnel By-law, including the Classification and Salary Plan, and any Cost Item agreements reached by the Personnel Board in collective bargaining, AdCom approved 4/11/2017

which may be embodied or referred to in said report, be approved and adopted in their entirety, such approval and adoption to become effective July 1, 2017, or as otherwise specified in said report or agreements; that the Town raise and appropriate the sum of \$409,624 for the purpose of this vote; and that the Town Accountant is hereby authorized and instructed to allocate said sum to and among the several Personnel Services and Expense Accounts in such amounts, respectively, as are proper and required to meet such amendments and to comply with such collective bargaining agreements as may be entered into by the Board of Selectmen on behalf of the Town.

### **Warrant hearing**

#### *Article L – Transfer Funds to the Reserve Fund*

AdCom will discuss this Article at a future meeting and its recommendation will appear in the Warrant Supplement.

Chair Taylor recessed the Advisory Committee at 10:12 p.m., reconvening the group at 10:25 p.m.

### **Vote all budgets including additional requests and capital recommendations**

Taylor reviewed the current Forecast, summarizing trends in Sources and Uses, along with the status of Fund Balance. Following a discussion of revenue sources, AdCom members were comfortable using building permit fees as a source of revenue to balance this year's budget. With some discussion that the fee from one of the three projects was not yet in hand, the Committee intentionally did not allocate the entire amount of the anticipated payment.

AdCom next considered the additions proposed by Town departments. Haskell recused himself from consideration of the Public Works and Facilities requests (i.e., snow & ice and the drainage state mandate). Members discussed the advisability of supporting funding requests resulting in increased payroll expenses. They reached consensus on recommending the following additional requests:

- Employee Benefits Coordinator (Town Accountant) \$24,057
- Snow Removal budget increase (DPW) \$50,000
- Drainage - State Mandate (DPW) \$50,000
- Elder Services accreditation (Elder Services) \$ 1,700
- Taser Program (Police) \$10,000
- Head Assistant Harbormaster (Harbormaster) \$12,214
- Camera utilities (Harbormaster) \$ 750
- Cushing Street building expense (Selectmen) \$60,000
- High School Nurse (School Department) \$48,973

Once these additions totaling \$257,694 are made, the FY 18 Forecast will reflect a positive balance of \$95,219. Overall, this represents an increase over the FY 17 budget of \$1,626,137 (1.54%) and an increase in the Town's operating budget (Articles 4, 5, and 6, less employee benefits, insurance and debt service) of 2.88%.

Finally, AdCom considered the budget as a whole including line items for each department, recommended additional requests, and proposed Capital expenditures. During this review, members placed holds on the following budgets:

- School Department
- Town Engineering
- Public Works Department
- Landfill/Recycling
- Sewer Department

- Country Club
- Group Insurance
- Other Post-employment Benefits
- Retirement
- Workers Compensation
- Mandatory Medicare

AdCom voted 14-0-0 in support of the budget as read by Taylor for the items not held. Members then voted the held items as follows:

- Public Works and Facilities as previously read 13-0-0 with Haskell recusing himself.
- Education as previously read 13-0-0 with Baltera recusing himself.
- Country Club as previously read 13-0-0 with Strehle recusing herself.
- Held Employee Benefits as previously read 13-0-0 with Baltera recusing himself.

**Liaison Updates/calendar review**

AdCom Liaisons provided the following updates:

- Education (Kutsch) – The Selectmen supported the Advisory Committee Education Subcommittee’s (“ACES”) recommended budget for the Schools on a 2-1 vote. All three Selectmen were supportive of ACES’ call for a discussion of long-term financial planning and development of a financial management plan.
- Warrant update (Taylor) – There may be an additional Warrant Article related to the Town granting an easement. AdCom’s recommendation would appear in the Supplement.

**Matters not anticipated within 48 hours:** None

**Adjournment**

The Committee voted unanimously to adjourn at 12:03 a.m.

Respectfully submitted,

Donna M. Smallwood  
Secretary

Documents:

- Agenda - AdCom Meeting 3/9/2017
- Draft Minutes - AdCom Meeting 3/2/2017
- Article R – Harbor Improvements
- Article S – Bathing Beach Bath House
- Article GG – Additional Road Building
- Article HH – Sewer Improvements I & I
- Article II – Sewer Improvements
- Trustees of the Hingham Bathing Beach, Advisory Committee Meeting, March 9, 2017, Article S (slides)
- AdCom FY 18 Scorecard, 3/9/2017
- Hingham Public Schools, Preliminary Proposed FY 18 Budget, Included and Excluded Amounts 1/29/2017
- Department Turnbacks for the Last Six Fiscal Years (2011-2016)